



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

**JOB DESCRIPTION**  
**LIFEGUARD**  
(RECREATION PROGRAMS DIVISION)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for providing a safe, aquatic environment at various pool and beach locations. Reports to the Aquatics Operations Coordinator.

There are three (3) levels of Lifeguard distinguished by the level of work performed and the qualifications of the employee.

## **ESSENTIAL JOB FUNCTIONS**

Conducts patron surveillance at various pool and beach locations; administers CPR/First Aid and performs water rescues as needed; conducts safety inspections of aquatic areas. Enforces pool safety standards and facility operational rules for all individuals using the facilities.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances; completes required reports such as daily logs, and accident or incident reports.

Lifeguard, Senior serves as lead worker.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Aquatics - Knowledge of patron and aquatics facility safety principles and practices, including a knowledge of the application of life saving and first aid techniques.
- Customer Service - Knowledge of principles and processes for providing customer service.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.

## **REQUIRED SKILLS**

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and citizens.

- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.
- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

## **REQUIRED ABILITIES**

- Communication - Ability to communicate effectively verbally and in writing so others will understand. Ability to listen and understand information and ideas being presented verbally and in writing.

## **EDUCATION AND EXPERIENCE**

**Lifeguard** - No experience required.

**Lifeguard, II** - Requires one (1) season of experience.

**Lifeguard, Senior** - Requires Waterfront Lifeguarding Certification and two (2) seasons of experience.

## **ADDITIONAL REQUIREMENTS**

Requires satisfactory results from a pre-employment medical evaluation; pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

An acceptable general background check to include a local and state criminal history and sex offender registry check.

This position requires the following certifications from the American Red Cross or equivalent agency: First Aid, CPR/AED for the Professional Rescuer, and Lifeguarding.

## **PHYSICAL REQUIREMENTS**

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- May occasionally involve heavier objects and materials (up to 100 pounds).

## **SENSORY REQUIREMENT**

- Some tasks require the ability to perceive and discriminate sounds, odors, depth, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as, odor, fumes, wetness, water hazards, temperature and weather extremes, hazardous materials, infectious disease, or rude/irate customers.